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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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STATE TREASURER

DATE: January 23, 2008

TO: County Equalization Directors

FROM: Assessment and Certification Division

SUBJECT: New 2008 State Online filing system for forms L-4023, L-4024 and L-4046

The Assessment and Certification Division has been working throughout this last year developing methods to simplify and improve the reporting and processing efficiency for annual equalization reports. We are excited to announce that beginning with 2008 State Equalization, we will be offering the option of online filing of county forms L-4023, L-4024, and L-4046.

Each county will have its own secure, online account which can be accessed with a personal identification number (PIN). The PIN serves as an electronic signature and enables the county to create the county equalization reports, file those reports in a secure electronic format, and print hard copies of their filing for their records. The online account will function in a worksheet type format that builds the county reports from the local unit data that is submitted to the counties and entered into the system. Depending on the assessing software that you currently use, some counties will have the added benefit of directly uploading their data into the state online system, where they can create and review their reports prior to submission, thereby eliminating any additional data entry. Check with your software provider as to the availability of this option. Those counties who choose not to file online will still be able to file the traditional paper forms, and will also have individual county accounts created by the Assessment and Certification Division from information provided by the county on the paper L-4023, L-4024 and L-4046 forms. Therefore, each county regardless of how they file, will be able to view the data being relied upon for State Equalization. For this reason, it is highly recommended that you complete the attached request form to receive your county personal identification number in order to view calculation worksheets and notices posted to your secure accounts.

Please complete and file the attached request form 4606 to obtain a personal identification number for your county. The secure personal identification number (PIN) protects the account and restricts access so that only the county equalization director who has the PIN can access and submit data to the State. For the 2008 reporting year, we will be sending out the requested Personal Identification Numbers on or around February 1, 2008. For current information and future updates regarding the new online filing system, please visit the following website located at: www.michigan.gov/stateequalization.

We are excited about the opportunity to provide you with modern, efficient methods to simplify and streamline reporting processes, and look forward to your participation. If you have any questions on how to obtain your State Equalization PIN, please contact Kevin VanGieson at 517-241-4338. For all other State Equalization questions, please continue to contact Lori Parr at 517-373-3489.